

February 4, 2020

C-10

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Human Resources Department as shown in Exhibit A: and adopt the resolution.

DISCUSSION

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments, elected officials and appointed offices must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Human Resources Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 20 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:II

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LONG BEACH APPROVING AND AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
AND WRITINGS BY THE HUMAN RESOURCES
DEPARTMENT

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Human Resources Department of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old unless otherwise authorized by law.

Section 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes, ordinances or resolutions of the City of Long Beach or any City Board or Commission.

Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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I hereby certify that the foregoing resolution was adopted by the City
Council of the City of Long Beach at its meeting of _____, 2020,
by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department HUMAN RESOURCES/ADMIN

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
18462	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0001
18463	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0002
18464	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0003
18465	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0004
18466	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0005
18467	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0006

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18468	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0007
18469	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0008
18470	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0009
18471	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0010
18472	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0011
18473	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0012
18474	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0013

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18475	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0014
18476	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0015
18477	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0016
18478	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0017
18479	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -007-0003 0018
18480	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0002
18481	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0003

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18482	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0004
18483	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0005
18484	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0006
18485	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0007
18486	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0008
18487	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0018
18488	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0014

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18489	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0003 0015
18490	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0002
18491	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0003
18492	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0004
18493	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0005
18494	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0006
18495	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0007

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18496	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0008
18497	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0010
18498	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0016
18499	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -012-0003 0018
18500	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0002
18501	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0003
18502	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0004

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18503	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0005
18504	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0006
18505	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0007
18506	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0010
18507	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0013
18508	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0014
18509	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0015

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
18510	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0018
18511	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0001
18512	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0002
18513	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0003
18514	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0006
18515	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0007
18516	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0008

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
18517	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0010
18518	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	B -011-0002 0011
21574	HEALTH INSURANCE FILES GENERAL CORRESPONDENCE/CONTRACTS/BIDS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	E -010-0002 0011
21575	HEALTH INSURANCE FILES GENERAL CORRESPONDENCE/CONTRACTS/BIDS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	E -010-0002 0012
23083	PERSONNEL EMPLOYEE FILES LIST 1854	1/1/2003	12/31/2004	12/31/2019	Internal Record Center	E -005-0003 0016
23296	HEALTH INSURANCE FILES	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	E -010-0002 0018
23301	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/1999	12/31/2009	12/31/2019	Internal Record Center	I -001-0005 0002

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
23914	HEALTH INSURANCE FILES	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0004 0003
23915	HEALTH INSURANCE FILES	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0004 0004
23916	HEALTH INSURANCE FILES	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0004 0005
23917	HEALTH INSURANCE FILES	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0004 0006
24850	HEALTH INSURANCE FILES	1/1/2002	12/31/2009	12/31/2019	IRON MOUNTAIN	698955650
24851	HEALTH INSURANCE FILES	1/1/2002	12/31/2009	12/31/2019	IRON MOUNTAIN	698955651
24852	HEALTH INSURANCE FILES	1/1/2001	12/31/2009	12/31/2019	IRON MOUNTAIN	698955652

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24853	HEALTH INSURANCE FILES	1/1/2004	12/31/2009	12/31/2019	IRON MOUNTAIN	698955653
24854	HEALTH INSURANCE FILES	1/1/2002	12/31/2009	12/31/2019	IRON MOUNTAIN	698955654
24855	HEALTH INSURANCE FILES	1/1/2000	12/31/2009	12/31/2019	IRON MOUNTAIN	698955655
25067	HEALTH INSURANCE FILES	1/1/2005	12/31/2009	12/31/2019	IRON MOUNTAIN	557905907
26277	HEALTH INSURANCE FILES	1/1/2000	12/31/2009	12/31/2019	IRON MOUNTAIN	726205677
26869	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0005 0004
26870	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0005 0005

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
26871	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2009	12/31/2009	12/31/2019	Internal Record Center	I -001-0005 0006
28141	HEALTH INSURANCE FILES	1/1/2003	12/31/2008	12/31/2018	IRON MOUNTAIN	831302691
	RANGE: HEALTHCARE CONTRACTS, 2003 - 2008					
28142	HEALTH INSURANCE FILES	1/1/2004	12/31/2008	12/31/2018	IRON MOUNTAIN	831302692
	RANGE: HEALTHCARE CONTRACTS, 2004 - 2008					
28145	SUBJECT FILES BY DIVISION	1/1/2003	12/31/2014	12/31/2019	IRON MOUNTAIN	831302695
	RANGE: CALPERS SERVICE CREDIT CORRESPONDENCE, 2003 - 2014					
28146	HEALTH INSURANCE FILES	1/1/2006	12/31/2009	12/31/2019	IRON MOUNTAIN	831302696
	RANGE: BENEFIT REPORTS CD'S, 2006 - 2009					
28157	SUBJECT FILES BY DIVISION	1/1/2009	12/31/2013	12/31/2018	IRON MOUNTAIN	831302707
	RANGE: UNEMPLOYMENT CLAIMS, 2009 - 2013					

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
28159	SUBJECT FILES BY DIVISION	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	831302709
RANGE: 2013 UNEMPLOYMENT CLAIMS, 2013 - 2013						
28161	SUBJECT FILES BY DIVISION	1/1/2011	12/31/2012	12/31/2017	IRON MOUNTAIN	831302711
RANGE: UNEMPLOYMENT CLAIMS, 2011 - 2012						
37167	ACCOUNTING DOCUMENTS	1/1/2017	12/31/2017	12/31/2019	IRON MOUNTAIN	RF049511531
PROVIDER BILLS (A-D)						
37168	ACCOUNTING DOCUMENTS	1/1/2017	12/31/2017	12/31/2019	IRON MOUNTAIN	RF049511532
PROVIDER BILLS (M-Z)						
37169	HEALTH INSURANCE FILES	1/1/2009	12/31/2009	12/31/2019	IRON MOUNTAIN	RF049511533
RETIREMENT FILES 2009						

Total Boxes to be Destroyed: 87



1-10-2020

1/10/20

1/21/20
City Clerk Date Department Head Date City Attorney Date